

WORKPLACE & EMPLOYMENT POLICY (UK)

Purpose

This policy outlines the terms and conditions of employment to ensure a fair, safe, and legally compliant working environment in line with UK employment law.

Scope

This policy applies to all employees, including office-based, hybrid, and remote workers.

Working Hours

Standard working hours are 37.5–40 hours per week, Monday to Friday, typically 9:00am–5:30pm, including a minimum 30-minute unpaid break.

Working From Home (WFH)

Employees have the right to request flexible working from day one of employment. Working from home may be agreed on a full-time, hybrid, or occasional basis subject to role suitability and business needs. Employees must remain productive, available during working hours, attend meetings, and maintain data security.

Holiday Entitlement

Employees are entitled to 28 days paid annual leave per year, inclusive of UK bank holidays. Leave is calculated on a pro-rata basis for part-time staff. The holiday year runs from 1 January to 31 December.

Sickness & Absence

Employees must notify their manager on the first day of sickness. Statutory Sick Pay will be provided in accordance with UK law.

Equality & Inclusion

The company is committed to equal opportunities and a workplace free from discrimination, harassment, or bullying.

Health & Safety

Employees must take reasonable care of their own health and safety, including when working from home.

Data Protection

Employees must comply with UK GDPR and maintain confidentiality of company and client data.

Disciplinary & Grievance

The company follows fair disciplinary and grievance procedures aligned with ACAS guidance.

Termination

Notice periods are defined in individual employment contracts and statutory minimums will be met.

Policy Review

This policy may be updated to reflect legal or business changes.